

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MEETING MINUTES

April 18, 2012

TOWN HALL CONFERENCE ROOM L100

- I. Call to Order –the meeting was called to order at 5:32 PM by Chairperson McBride.
- II. Roll Call – Members present: Scott McBride, Chairperson; Myra Cohen; Jay Bottalico, and Pam Raynock. Others present: Lou Jachimowicz, Chief Finance and Operations Officer; Robert Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion to approve the minutes of the March 20, 2012 meeting as presented. Second by Mr. Bottalico. The motion passed unanimously.
- V. Project Design Options – Mr. Korpak noted that no determination had been made as to whether or not there would be a separate building for the Parks and Recreation Department. He recommended a needs assessment process by a third party professional, following their review of the 2009 study performed by Kaestle Boos Associates. That study did not offer any information on whether the Town gym should stay or be eliminated. It did not explore a renovated recreation center or the costs and feasibility of two buildings (Town Hall and Recreation Center). The Committee was asked to consider, at future meetings, weighing different design approaches rather than only considering the traditional approach of continuing on with Kaestle Boos. The Town could use the services of a contractor, such as Enfield Builders, to serve as a construction manager and advisor, in order to get solid construction estimates for an anticipated referendum. The Committee could also use a third party professional from outside this geographical area to assist the Committee with an architectural design competition. This would open the design to competing architects. The firm, being from outside the area and with no vested interest in the final selection, would work with the Building Committee to establish guidelines. Other competitions have provided a stipend to the architects that are selected to develop competing designs or provided a cash award to go toward the final design fee. A competition could serve to increase public involvement in the process. The Building Committee would pick

the winner. The third party architect would advise on the criteria, which could include cost parameters. The needs assessment portion needs to be completed first to aid in determining the criteria. The winner of such a contest would be awarded the contract to complete design of the project. Committee members expressed some concern about making additional up front payments. One of the goals of holding such a competition would be to generate excitement and interest in the project. It would allow the Committee to make a decision on the architect based on the design of the Town Hall, rather than previous designs of other buildings. Four handouts were distributed: one on project management/construction managers, two on architectural design competitions, and one on determining design fees. The last had standard percentages for each basic service fee identified on page four. A design competition would replace the traditional schematic phase. A third party architect could be retained for less than \$10,000. The open purchase order to Kaestle Boos Associates has a balance remaining of a little over \$11,000. A third party architect would provide information to the Building Committee that they can consider and potentially present to the Town Council. Lee Olsen, the Principal of The Olsen Design Group Architects of Reading, Pennsylvania was recommended. Mr. Bottalico made a motion that the Committee retain a third party design consultant to assist in establishing design criteria for a sum not to exceed \$10,000. Second by Mrs. Cohen. The motion passed by a vote of 4 YES to 0 NO.

- VI. Any Other Business Pertinent to the Committee – Mr. Baron noted that the Town Council approved the 2012-13 Capital Improvement Plan, which included \$431,664 for Town Hall Architectural Planning.
- VII. Public Participation – None.
- VIII. Committee response to public participation – None.
- IX. Adjournment – the meeting adjourned at 6:24 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services